

RENTAL OF CLASSROOM FURNITURE  
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that the fire which occurred at Harold Washington College on February 15, 2000 required staff to prepare office space at District Office for classroom use; and

that Purchasing staff secured rental of classroom seating and audio visual equipment on an emergency basis as follows:

<u>Item</u>	<u>Vendor</u>	<u>Expenditure</u>
Rental of 350 tablet arm chairs, 54 tables and 165 folding chairs for the period February 18, 2000 through March 22, 2000	Roosevelt Chair & Supply, Chicago	\$11,210.00
Rental of 240 tablet arm chairs 54 tables and 165 folding chairs for the period February 18, 2000 through April 19, 2000	Office Concepts, Chicago	\$8,800.00 (estimated)
Rental of 30 overhead projectors And screens for the period February 18, 2000 through March 17, 2000	United Visual Aids, Inc Itasca	\$2,850.00
Rental of one school bus to Transport students from HW to District Office	Clifton's Bus Cop., Chicago	\$ 110.00

that the estimated expenditure is calculated by multiplying the number of chairs required by the unit price quoted and that the actual expenditure may vary depending on the actual number of days of rental need; and

that these purchases are exempt from competitive bidding as emergency purchases made to avoid program disruption.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees ratify the Chairman's pre-approval to issue a purchase orders as follows:

Roosevelt Chair & Supply, Chicago	\$11,210.00
Office Concepts, Chicago	\$ 8,800.00
United Visual Aids, Inc, Itasca	\$ 2,850.00
Clifton's Bus Co., Chicago	\$ 110.00

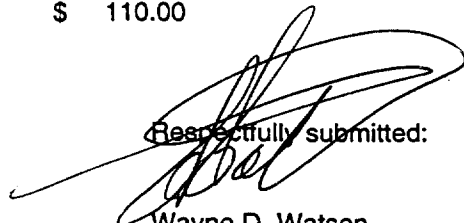
FINANCIAL

\$22,970.00 -- Educational Fund

*C. Mizel 3-24-00*

*Refer 3-29-00*

Respectfully submitted:



Wayne D. Watson  
Chancellor

April 6, 2000